



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

REGIONAL PROGRAM MANAGER

Job Number: 20001149

Job Code: 62790V000101

Job Group: 6200 - HUMAN SERVICES

Job Established: 06/16/1982

Job Revised: 02/24/2006

Grade: 17 Salary (MIN - MID):

\$24,055-\$31,869 - Hourly

\$3,908.94-\$5,178.72 - 37.5 Hr. Monthly Salary

\$4,169.54-\$5,523.96 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Serves as the channel of communications and line of authority between the Division Director or an Executive Director and all program offices in a multi county region; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE:

Must have five years of experience in the administration of or the direct delivery of social services, health services and/or employment services to clients.

Substitute EDUCATION for EXPERIENCE:

Graduate study in social services, health administration, public or business administration or a related field will substitute for the required experience on a year-for-year basis up to a maximum of two years.

Substitute EXPERIENCE for EDUCATION:

Administrative and/or management experience in any of the above mentioned fields will substitute for the required education on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Coordinates the activities of managers and staff to attain optimum service delivery. Evaluates, interprets and applies current policies and procedures relating to departmental program and personnel practices. Conducts performance appraisal for assigned staff. Makes recommendations for personnel actions such as promotion, layoffs, dismissals and other personnel decisions. Recommends training to management staff based on notices of training opportunities for employees within a region. Supervises the maintenance of all regional records. Assigns staff to monitor operations within a region. Formulates the region's budget request and forwards to agency management. Monitors the office expenditures of the region constantly. Reviews and takes action on equipment and supply needs. Attends meetings with other regional staff and management to channel information regarding program activities. Represents region and/or division on inter or intra agency task forces. Meets with civic groups, public officials and the public to explain program policies and regulations and to answer questions of field operations within the region.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Works primarily in an office setting. Occasional travel required within region and to Frankfort.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.